

For more information on these jobs, stop in Career Services, Room N224.

Part Time Jobs

9/30/2008

Job 153 Job Title: Networking Technician

Requirements: Assist their current networking staff. Pay \$6.65/hr and would like to have someone for around 20hrs/week.

Description of Where: Seneca

Notes Comments:

Job 152 Job Title: Staff Prime Time After School Child Care

Requirements: Must pass the Mandatory Background check (provided by YMCA). Must take and pas T.B. test at Health Department. Must take and pass a physical examination with drug screening (provided by YMCA).

Description of Where:

Notes Comments: Obtain a CDL Class B Drivers License

Job 150 Job Title: Administrative Assistant

Requirements: 20-25 hours a week. \$7.50/hr No experience necessary, but helpful. Apply in person at 301 S. Main St.Granby, MO

Description of Where: Granby, MO

Notes Comments:

Job 149 Job Title: Clerical

Requirements: Career Services and Financial Aid offices have an opening for a part-time "Internship" Office Assistant, for one semester. The hours can be flexible Monday through Friday any time between 8:00 am to 4:30 pm.

Description of Where: Crowder College

Notes Comments: The student understands confidentiality is a must and he/she must go through FERPA training and is for 19 hours maximum per week at the rate of \$7.00 per hour. A resume and application needs to be completed and sent to the Crowder Human Resources office.

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Job 148 Job Title: Office Clerical

Requirements: Computer data entry, light typing, filing, customer service skills, able to follow instructions and work without supervision. Prepare a resume and bring it to the Career Services office Newton Hall Rm 224. An interview is required for this position

Description of Where: This position is located in Neosho Missouri

Notes Comments:

Job 136 Job Title: Branch Manager, Sales and Account Represent

Requirements: Looking for eager, results oriented individuals that strive for success and growth within a company. We provide a fast paced, energetic and team oriented work environment. Cash handling experience is a necessity and collections experience a plus.

Description of Where:

Notes Comments: We offer competitive hourly and salary pay. We also provide great health benefits through Blue Cross and Blue Shield as well as a 401-K retirement program. E-mail your resume to lgrueter@clacorp.com.
